

**ANNOUNCEMENT NUMBER: 2010-084**

**OPEN TO:** All Interested Candidates

**POSITION:** Facility / Maintenance Engineer, LES-10; FP-5  
(This position is budgeted for the Local  
Compensation Plan)

**OPENING DATE:** May 25, 2010

**CLOSING DATE:** June 09, 2010

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** ₱ 708,111.00/annum (Starting salary)  
LES-10; FP-5

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN  
COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT  
TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is seeking for an individual for the position of Facility / Maintenance Engineer in the Facility Management Office (FM), Manila, Philippines.

**BASIC FUNCTION OF POSITION**

Reports through the Chief Engineer to the Facility Manager. Establishes and directs a comprehensive maintenance and repair program for the facilities and grounds located on two Embassy compounds as well as US Government owned and leased residential properties throughout Manila. Supervises and directs the maintenance activities of the 55 maintenance technicians and specialists through maintenance foreman. Oversees the work of various contractors performing building systems and infrastructure maintenance. Manages Preventive Maintenance program. Uses the Consolidated Maintenance Plan concept as a tool to establish procedures for the proper operation of the major building systems. Monitors and inspects warranty and other

contracted work to insure it is performed to the standards set by Overseas Building Operation for the original; construction of the New Chancery and Clinic Facilities. Inspects materials, workmanship, methods, equipment, safety program and tests performed by the contractors for conformity with contract requirements. Develop a working knowledge of the warranties and other obligations of contractors who provide system, equipment or services. Ensures that as built-in drawing are updated to document all facility modifications. Assists Facility Manager to plan and implement the budget, various reports and other responsibilities. Generate input for the annual Overseas Building Operation and ICASS funding requirements. Manages and directs the accomplishment of the Annual Facility Condition Survey to assess the physical condition of the facilities on the Chancery Compound. Trains operators to recognize and handle hazards that may endanger safety or health of the plant operators as well as the building occupants. Provides engineering expertise and analysis in establishing guidelines for operating systems and in solving problems that occur in day-to-day operations.

#### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.**

1. A bachelor's degree in Mechanical Engineering and / or Electrical Engineering is required.
2. Eight years of progressively responsible experience in maintenance and building management and three years supervisory experience in building management trade are required.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Knowledge of buildings and grounds maintenance operation is required.

#### **SELECTION PROCESS**

For sensitive State Department positions requiring a security clearance, U.S. Citizen Eligible Family Members (AEFM's) will be given first consideration, in accordance with USG policy. Otherwise, when equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address each of the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold appropriate security clearance.

#### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612); or a current resume or curriculum vitae that provides the same information as an OF-612; <http://manila.usembassy.gov>; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
1201 Roxas Boulevard, Manila 1000

E-mail: [mnlper@state.gov](mailto:mnlper@state.gov) (please send as an MS Word attachment)

Fax: 301-2399 attention to HR Office.

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main Gate, attention: HR Office. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 301-2000 x5169 or visit our website at <http://philippines.usembassy.gov>.

## **DEFINITIONS**

1. U.S. Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- Must be a U.S. citizen spouse, U.S. citizen same-sex partner declared by affidavit by the sponsoring employee; or a U.S. citizen child who is at least age 18 years old.
- Must be on the travel orders of a U.S. citizen direct-hire Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service establishment abroad.
- Must be resident at the sponsoring employee's or military member's post of assignment abroad and under Chief of Mission authority.
- Must not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniformed services.

2. Eligible Family Member (EFM) - An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Same-sex partner declared by affidavit by the sponsoring employee;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including step-parents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent

on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: June 09, 2010**

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve

equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved:HR:GLWebster

Cleared:FM - Mr. Paul Schaefer

Cleared:FMC - Ms. Vivian Lesh

Drafted:HR:JSA/baf